

## Minutes of a Regular Meeting of the Heritage Conservancy Board of the Town of Clarkdale, Held on February 16, 2005 at 5:15 p.m. in the Clark Memorial Library, Clarkdale, Arizona.

A Regular meeting of the Heritage Conservancy Board of the Town of Clarkdale was held on February 16, 2005 at 5:15 p.m. in the Clark Memorial Library, 39 North Ninth Street, Clarkdale, Arizona.

### Board Members:

Chairperson George Benatz (absent)  
Vice Chairperson Drake Meinke  
Linda McDonough  
Jerry Wombacher  
Jesus Valdez

**Staff:** Administrative Assistant Charlotte Hawken

**Others in attendance:** No one.

**CALL TO ORDER** – Vice-Chair Meinke called the meeting to order at 5:20 p.m. and noted that Chairperson Benatz was absent

**PUBLIC COMMENT** – None.

### CONSIDERATION OF THE MINUTES -

**Consideration of approval of the minutes of the regular meeting held on January 19, 2005.**

Boardmember McDonough moved to approve the minutes with minor corrections, Boardmember Wombacher seconded and the motion passed unanimously.

### REPORTS

**CHAIRPERSON** – None

**STAFF**– Administrative Assistant Hawken stated that there was a summary of the gazebo accounting in the meeting packet.

**DANCES** – **Consideration of the arrangements for the Heritage dances.** The Board agreed they would wait for the Clarkdale Heritage Center to consider what part of the dances they can take on.

**BUDGET** – **Budget planning for the remainder of the 2004-2005 year.** Boardmember McDonough suggested getting all possible expense figures together and prioritizing them at a special meeting.

Possibilities include upholstering the tall oak chair, tuning the Clubhouse piano, printing more Historic Surveys, a computer and accessioning software.

### CATALOGING/INVENTORYING AND

**TAGGING TOWN ARTIFACTS** – **Consideration of cataloging/inventorying and tagging the Town artifacts.** It was noted that they would have to wait

on the purchase of a computer and software to track the items.

### ARCHIVAL STORAGE, SHELVING AND

**ACCESSIONING** – **Consideration of the archival storage, shelving and accessioning.** Boardmember Valdez stated he has been repairing windows in the north center archive room. The insides look good and he is painting them and stripping the brass fixtures. He is looking into basement anti-skid paint for the floor. He stated he has not seen any floor seepage with the rains. He will tape a sheet of plastic to the floor to see if moisture collects before he paint the floor. He is also repairing the switches and Boardmember McDonough stated she can replace missing switch plates. The Board they would like to make a showcase of the archive rooms and hold an event to display them to the public. He stated that Jim Byrkit has expressed **interest in helping to set up the archive space.**

**PUBLIC SERVICE HANDBOOK** – **Presentation on the Public Service Handbook.** Administrative Assistant Hawken summarized the handbook, emphasizing the following points: inappropriateness of lobbying the council or the public, the use of flyers, dissenting opinions, declaring a conflict of interest, and staying on topic at meetings.

### FUTURE AGENDA ITEMS –

1. Requesting that the Ladies Lounge be returned to its historic appearance and not be used for meetings that require that it be rearranged.
2. Budget.
3. Historic marker signs and plaques - National Register of Historic Places.
4. Clarkdale Historic Survey.

**ADJOURNMENT** – With no further business before the board, and without objection, the meeting adjourned at 6:34 p.m.

### APPROVED:

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Drake Meinke, Vice Chairperson

### SUBMITTED:

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Charlotte Hawken, Admin. Assistant